

Job Aid: How to Create a Bid Amendment

This Job Aid shows how to:

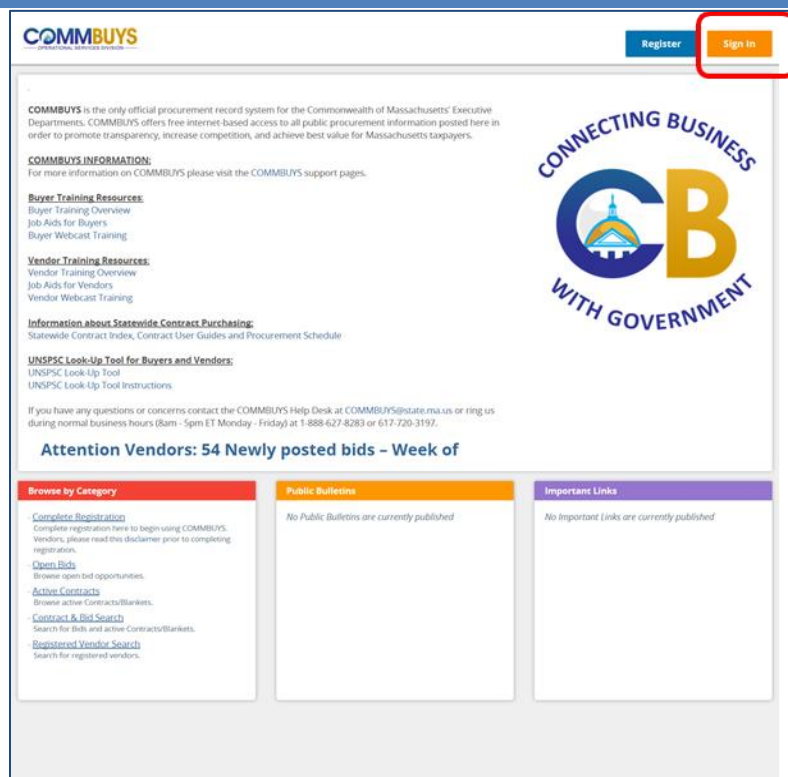
Create a bid amendment for the following information:

- Changing the bid dates
- Changing quantity
- Adding or removing attachments
- Adding bidder notifications

Of Special Note:

Bids are documents used to request price quotes from potential vendors for goods, services, contracts, and opportunities. At times, it is necessary to amend/edit a bid once created. This job aid will walk through the process of creating a bid amendment.

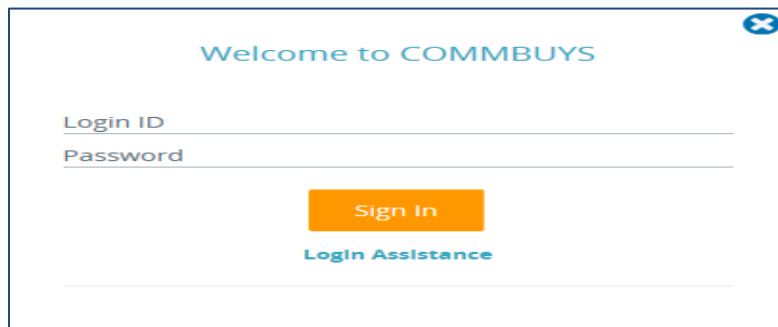
Screenshot



Directions

Step 1: Log-in to COMMBUYS

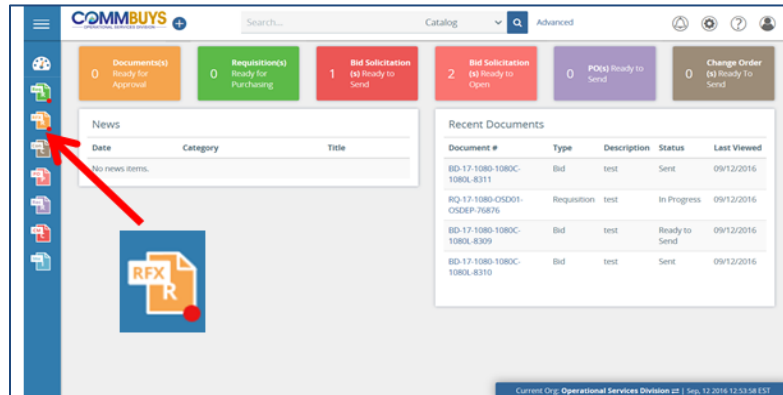
1. Launch the COMMBUYS website by entering the URL (<https://www.commbuys.com>) in the browser or by clicking the hyperlink [COMMBUYS](https://www.commbuys.com).
2. Click the orange **Sign In** button in the upper right hand corner.
3. Enter your Login ID and Password and click the **Sign In** button.



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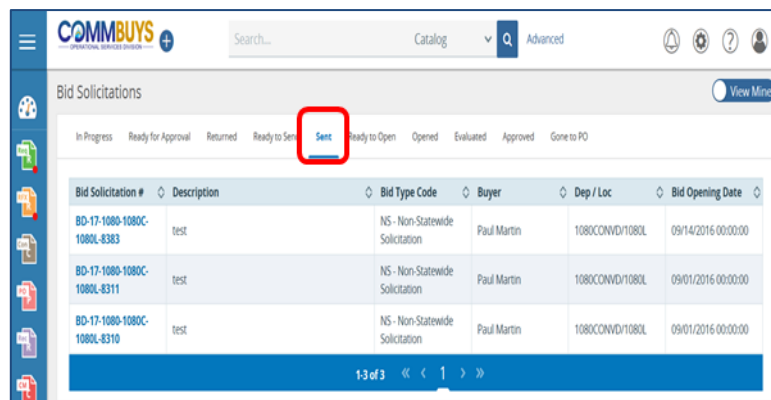
Screenshot

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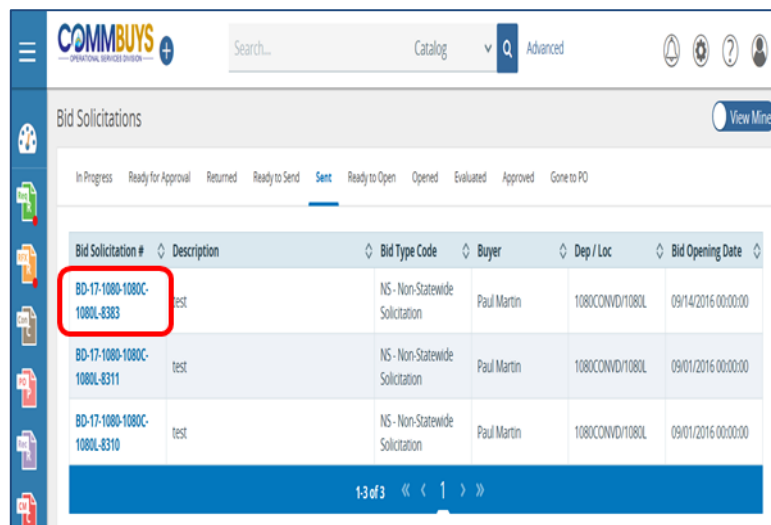
Step 2: Clicking the Bid Solicitations Icon

Click on the Bid Solicitations icon.



Step 3: Clicking the Sent Tab Hyperlink

The Bid Solicitations page displays. Click on the **Sent** tab hyperlink.



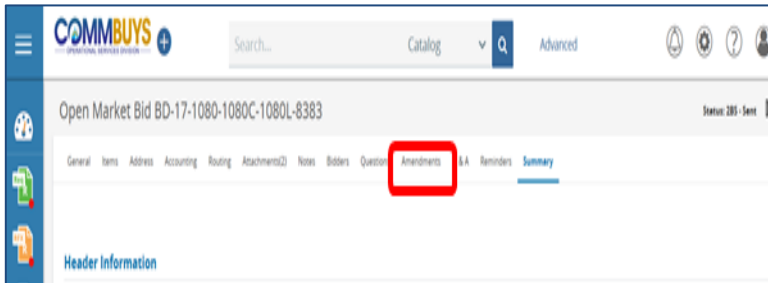
Step 4: Clicking the Bid Solicitation # Hyperlink

Click on the blue hyperlink for the desired bid in the Bid Solicitation # column.

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Step 5: Clicking the Amendments Tab

The Summary tab of the Open Market bid screen displays.

Click on the **Amendments** tab.



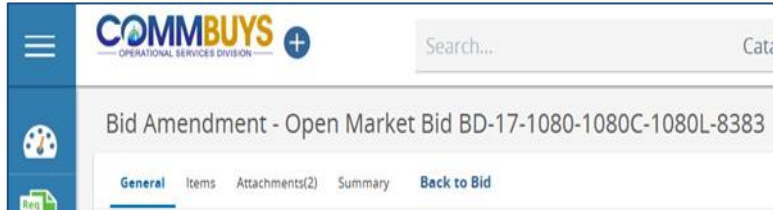
Step 6: Clicking the Create Bid Amendment Button

Click on the **Create Bid Amendment** button.

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Step 7: Amending the Bid

The Bid Amendment General tab displays. There are four tabs available for amendments:

- **General** – permits changes to available date, opening date, purchaser, contact, pre-bid conference information, and SBPP eligibility
- **Items** – permits changes such as column sort, print sequence, quantity, unit of measure, price and adding or deleting items
- **Attachments** – permits adding or removing file attachments
- **Summary** – permits a final review and allows you to resubmit the bid

1. Go to the appropriate tab(s) and make changes as needed.
2. Click on the **Save & Continue** button for each amended tab.

NOTE: In this example, the bid opening date has been changed to 10/14/2016 (to extend the bid on COMMBUYS).

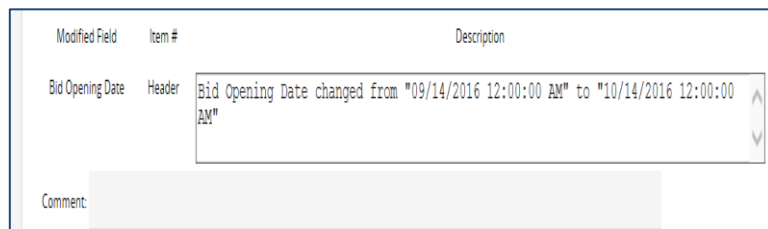
3. Click on the **Summary** tab to review all bid changes.

Step 8: Reviewing the Amendments

The Summary tab provides a recap of any changes made to the bid.

1. Enter any comments, if necessary, in the **Comment for the whole bid amendment** text box.
2. If you are adding a new comment, click the **Save & Continue** button. Comments can be made for each change, followed by a Save & Continue.

The **Description** field box displays the the amendment.



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Step 9: Applying the Amendment

Click the **Apply Bid Amendment** button at the bottom of the screen.

NOTE: System approval is not required when applying bid amendments. Follow any internal approval processes as required.

Step 10: Reviewing the Summary Tab

The Bid Summary tab screen displays with the updated Bid Opening Date. Note that the amendment section of the Summary tab has been updated to include the change applied to the bid.

After you click 'Apply Bid Amendment', all the changes will be updated in the real document.

Save & Continue **Apply Bid Amendment** Delete Bid Amendment

Open Market Bid BD-17-1080-1080C-1080L-8383 Status: 285 - Sent

General Items Address Accounting Routing Attachments(2) Notes Bidders Questions Amendments(1) Q & A Reminders **Summary**

Header Information

Bid Number:	BD-17-1080-1080C-1080L-8383	Description:	test	Status:	285 - Sent
Purchaser:	Paul Martin	Minor Status:		How Solicited:	Email
Organization:	Operational Services Division	Department:	1080CONVD - Default Data Conversion Department	Location:	1080L - Default Data Conversion Location
Fiscal Year:	17	Allow Electronic Quote:	Yes	Required Date:	
Show On Web:	Yes	Available Date:	09/13/2016 12:00:00 AM		
Bid Opening Date:	10/14/2016 12:00:00 AM				

Amendments:

Amendment #	Amendment Date	Amendment Note
1	09/16/2016 04:19:40 PM	Header 1: Bid Opening Date changed from "09/14/2016 12:00:00 AM" to "10/14/2016 12:00:00 AM".